IN THE CLAIMS:

Please AMEND claims 1, 3, 4, 6, 16 and 17, as follows. For the Examiner's convenience, all claims currently pending have been reproduced below.

1. (Currently Amended) An information processing apparatus comprising:

a manipulation procedure database in which manipulation procedures selectable by a user are described hierarchically;

a voice output unit which outputs voice information regarding the manipulation procedures;

a determination unit which determines a ~~manipulation procedure selected by~~ designation of the user, wherein, when one of (i) the user designates a selection during a time in which ~~while the voice output unit is outputting the~~ voice information regarding a present manipulation procedure is outputted, and after (ii) an output of the voice information regarding the present manipulation procedure is finished and before an output of voice information regarding a next manipulation procedure is started, the determination unit determines that the present manipulation procedure is selected by the user; and

a control unit, which, if a manipulation procedure contained in a lower hierarchy ~~lower~~ than a present hierarchy containing the determined manipulation procedure exists, controls ~~said~~ the voice output unit to output voice information regarding the manipulation procedure contained in the lower hierarchy lower than the present hierarchy, and[[;]] which, if a manipulation procedure [[of]] contained in a lower hierarchy ~~lower~~ than the present hierarchy does not exist, controls the voice output unit to output voice information regarding a manipulation procedure [[of]] contained in a top hierarchy different from a top hierarchy of the present hierarchy.

2. (Cancelled)

3. (Currently Amended) The information processing apparatus according to claim 1, wherein if ~~no manipulation procedure is selected in~~ the user does not designate a selection, the determination unit determines that the user designates a return to one upper hierarchy than the present hierarchy, and the control unit selects a manipulation procedure, which is set in advance, contained in [[a]] the upper hierarchy ~~higher than the present hierarchy~~ and controls the voice output unit to output voice information regarding the selected manipulation procedure[[,]] ~~and~~

~~wherein the manipulation procedure selected by the control unit is set in advance.~~

4. (Currently Amended) The information processing apparatus according to claim 1, wherein if the determination unit ~~receives a user's instruction indicating~~ determines that the user designates a return during ~~the~~ a time in which the voice output unit is outputting voice information, ~~said~~ the control unit controls ~~said~~ the voice output unit to output voice information regarding a manipulation procedure immediately selected before a manipulation procedure corresponding to the voice information being outputted ~~presently~~ currently.

5. (Cancelled)

6. (Currently Amended) The information processing apparatus according to claim 1, wherein if the determination unit ~~receives a user's instruction to~~ determines that the user designates a transfer to [[a]] one lower hierarchy ~~lower~~ than the present hierarchy during ~~the~~ a time in which the voice

output unit is outputting voice information regarding a manipulation procedure contained in the present hierarchy, the control unit controls the voice output unit to stop the output of the voice information, selects a manipulation procedure, which is set in advance, contained in the lower hierarchy ~~lower than the present hierarchy~~ and controls the voice output unit to output voice information regarding the selected manipulation procedure[[,]] ~~and wherein the manipulation procedure selected by the control unit is set in advance~~.

7-10. (Cancelled)

11. (Previously Presented) The information processing apparatus according to claim 1, wherein the voice information expresses a manipulation procedure name selectable by the user.

12. (Previously Presented) The information processing apparatus according to claim 1, further comprising:

a plurality of buttons which are associated with different instructions, respectively, and correspond to a plurality of fingers of the user; and

a detection unit which detects which of the plurality of buttons is depressed by the user,

wherein the determination unit determines a manipulation procedure selected by the user based on the depressed button detected by the detection unit.

13. (Previously Presented) The information processing apparatus according to claim 12, wherein the user can depress the plurality of buttons while positions of the plurality of fingers are fixed on the plurality of buttons, respectively.

14. (Previously Presented) The information processing apparatus according to claim 12, wherein said plurality of buttons are allocated to a part of a ten key of the apparatus.

15. (Previously Presented) The information processing apparatus according to claim 1, wherein the information processing apparatus is a copying machine and the manipulation procedures correspond to setting functions for a copying operation of the copying machine.

16. (Currently Amended) The information processing apparatus according to claim 1, wherein when outputs of voice information regarding manipulation procedures contained in a predetermined hierarchy are finished, the control unit controls the voice output unit to repeatedly output the voice information regarding a manipulation procedure ~~contained in a predetermined hierarchy when the present hierarchy is the predetermined hierarchy~~ at the top in the manipulation procedures until any manipulation procedure is selected or ~~the present~~ a transfer to another hierarchy is ~~transferred~~ designated by the user.

17. (Currently Amended) A method of controlling [[in]] an information processing apparatus, which comprises a manipulation procedure database in which manipulation procedures selectable by a user are described hierarchically, and a voice output unit outputs voice information regarding the manipulation procedures, the method comprising the steps of:

determining a ~~manipulation procedure selected by~~ designation of the user, wherein when one of the (i) the user designates a selection during a time in which ~~while the voice output unit is outputting the~~ voice information regarding a present manipulation procedure is outputted, and (ii) after an output of the voice information regarding the present manipulation procedure is finished and before an output of voice information regarding a next manipulation procedure is started, the determining step determines that the present manipulation procedure is selected by the user;

controlling, if a manipulation procedure contained in a lower hierarchy ~~lower~~ than a present hierarchy containing the determined manipulation procedure exists, the voice output unit to output voice information regarding the manipulation procedure contained in the lower hierarchy ~~lower than the present hierarchy~~; and

controlling, if a manipulation procedure [[of]] contained in a lower hierarchy ~~lower~~ than the present hierarchy containing the determined manipulation procedure does not exist, the voice output unit to output voice information regarding a manipulation procedure contained in a top hierarchy different from a top hierarchy of the present hierarchy.

18. (Cancelled)

19. (Previously Presented) A program stored in a computer-readable recording medium for causing a computer to implement the method of claim 17.

20-26. (Cancelled)